



Home Office

CR(4)

version 07/2013

## Application For A Residence Card For The Non-EEA Family Member Of A Croatian National Exercising A Treaty Right In The United Kingdom

This form must be accompanied by:

**Original** valid passports or ID cards for each person included;

Two recent passport-sized photographs for each person included; and

**Original** versions of all required documents.

**Failure to comply with these requirements may lead to delays in the processing of your residence card and possible refusal of your application.**

**Please post your application to:**

**Postal address:**

Home Office -  
Croatia Applications  
PO Box 638  
Durham  
DH1 9LA

We will return all your documents by recorded delivery to a UK address only. Please note that recorded delivery does not insure you to the full value of your package should it become lost. If you want your passport and other documents returned by Special Delivery which **does** insure the full value, you will need to provide a suitably sized Special Delivery envelope with the correct pre-paid postage.

You should complete this form if you are a non-EEA national and the family member of a Croatian national who is exercising a Treaty right in the UK

This form is specified for applications made on or after 1 July 2013

**Quick Guidance for Applicants – which sections of the form do I need to complete?**

**For full guidance please refer to the guidance notes for Croatian nationals on obtaining permission to work in the UK (available from our website [www.ukba.homeoffice.gov.uk/eucitizens](http://www.ukba.homeoffice.gov.uk/eucitizens))**

**All applicants must complete sections 1, 2, 3, 8, 9, 10 and 11.**

**Please indicate which category you are applying under by ticking one of the boxes below:**

If you are applying as the family member of a Croatian national who is exempt from Accession State worker authorisation please also complete section 5.

☐

If you are applying as the family member of a Croatian national who is self-employed please also complete section 6.

☐

If you are applying as the family member of a Croatian national who is a student please also complete section 7.

☐

If you are applying as the family member of a Croatian national who is self-sufficient please also complete section 8.

☐

## PAYMENT GUIDANCE

### The Fee

There is a fee of £55 for this application.

For each dependant applying with you, the fee increases by £55.

Number of applicants	Fee
Yourself and 1 dependant	£110
Yourself and 2 dependants	£165
Yourself and 3 dependants	£220
Yourself and more than 3 dependants	Add £55 to the amount above for each additional dependant

Please note there is a fee of £55 for each person applying for a residence card. You must pay this fee even if you choose not to use this application form.

Please note that your application will be rejected as invalid if you do not pay the specified fee.

Applications made on this form may not be made in person at the Public Enquiry Office of the Home Office.

### How you can pay

You can pay by any of the following methods:

- Cheque/Bankers Draft
- Postal Order
- Credit card<sup>1</sup> - Mastercard, Visa (including Electron) or American Express (Amex)

<sup>1</sup> **Please note that when making large or multiple payments using your credit card, the anti fraud measures that banks operate sometimes stop the full payment being taken. This is because either the maximum limit on a single transaction, or the number of transactions allowed in a given period of time, has been exceeded. To prevent this you must ensure that you inform your bank of your intention to make large or multiple payments in advance so that your bank allows the full payment to be taken when you**

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- Debit card - Delta, Maestro\* (including Solo)

\* Maestro - We can accept only Maestro cards issued in the UK.

### Cheques and postal orders

You must make the cheque or postal order payable to 'Home Office' and cross the cheque or postal order A/C Payee only. Please write the full name and date of birth of the applicant on the back of the cheque and/or each postal order and keep the postal order receipt(s). Please make sure that the date and the amount (words and figures) are correct and that the cheque is signed properly. Attach your cheque or postal order(s) to the front of the application form.

### Completing the payment details page

To ensure that your payment is processed without any delay, please follow this guidance when completing Section 1 of this form (Payment Details).

**A1** Tick the fee appropriate to your application - see above guidance. If you do not select a fee then we cannot take a payment and your application will be rejected as invalid.

**A2-A3** If the address for correspondence is different from your home address in the UK, please give that address at **A2**. If a solicitor or other authorised immigration adviser is submitting the application, it should be their address at **A2** and their name at **A3**. These details will also be used to acknowledge receipt of the application.

**A4** Applicant's full name, as given in his or her passport or travel document.

**A5** Applicant's date of birth

### Method of payment

**A6** Tick one of the boxes to show which method of payment you are using

**A7 - A9** If paying by cheque or bankers draft enter the bank account number, sort code and cheque number

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**submit your application.**

## Paying by credit / debit card

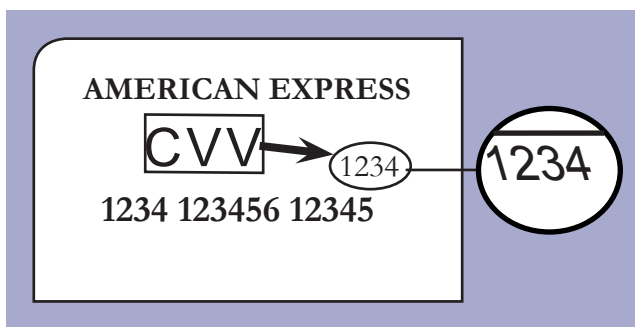
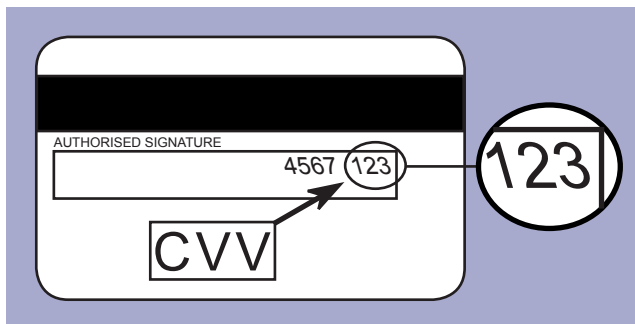
**A10** The name as displayed on the credit/debit card

**A11** Card number - this is the long number across the centre of the card

**A12-A14** Enter the details where available on the card

**A15** The Card Verification Value (CVV) is a 3-digit security code found on the back of the card on the signature strip - it consists of the last 3 digits. For Amex the security code consists of 4-digits and is found on the front of the card.

If you do not provide the CVV number, we cannot take your payment and your application will be rejected as invalid.



**A16-A17** Cardholder's signature - the person named on the credit/debit card must sign and date these sections.

## Consideration process

- If the payment submitted does not cover the full cost of your application, it will be an invalid application and the form, together with any documentation submitted, will be returned to you.

- The fee charged is for the processing and consideration of the application. This fee will be payable once the application form is received by the Home Office or its payment processing agent, regardless of the outcome of the application.
- We cannot begin the consideration process until the payment has cleared. We allow 5 working days for payments made by cheque to clear, credit/debit cards and postal orders will clear immediately.

**Please complete this section in block capitals and black ink.**

### A. Application Details

**A1. Tick the applicable boxes and fee. If no fee is ticked we cannot take a payment and your application will be rejected as invalid:**

Single applicant - no dependants	£55
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Main applicant and two dependants	£165
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Main applicant and one dependant	£110
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Main applicant and three dependants	£220
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If more than 3 dependants are applying with you, please state the number in the space below and enter the correct amount specified in the payment guidance in the box.

Main applicant and ..... dependants	£
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## A2. Contact Address in the UK for correspondence

[illegible]

**A3. Contact Name in the UK if different from that of the applicant**

[illegible][illegible]

### A5. Applicant's date of birth

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United Kingdom postal order (payable to 'Home Office')

Cheque/bankers draft (payable to 'Home Office') - go to question A7

Visa/Mastercard/Amex - go to question A10

Delta / Maestro - go to question A10

### A7. Account number

### A8. Sort code

### A9. Cheque number

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[illegible][illegible]

**A12. Valid from**      **A13. Expiry date**

**A14. Issue number**  
(where available)

### A15. CVV security number

(3 digit number or 4 digit number for Amex)

### A16. Cardholder's signature

\_\_\_\_\_

[illegible]



**SECTION 3 - Non-EEA national family member's details (please see guidance notes before completing)****Please give details of other non-EEA national family members below.****3.1 Do you have any non-EEA national family members in the UK?**

Yes

☐

No

☐

If you have answered yes to question 3.1 and they are applying for a residence card, please give their details below. If you need more space continue on a separate sheet and provide it with your application.

**If parents' details are not shown in the child's passport, documentary evidence of relationship to non-EEA family member should be provided i.e. full birth certificate.**

**If the relationship is other than spouse/civil partner or parent/child e.g. brother or cousin, please provide appropriate evidence to confirm the relationship (e.g. full birth, marriage or civil partnership certificates) and evidence that your family member is financially dependant on you.**

Family member's full name

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Date of Birth

D	D
---	---

M	M
---	---

Y	Y	Y	Y
---	---	---	---

Gender

M

<input type="checkbox"/>
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F

<input type="checkbox"/>
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Attach family member's photograph here

Relationship to you

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Home Office reference (if known)

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Family member's full name

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Date of Birth

D	D
---	---

M	M
---	---

Y	Y	Y	Y
---	---	---	---

Gender

M

<input type="checkbox"/>
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F

<input type="checkbox"/>
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Attach family member's photograph here

Relationship to you

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Home Office reference (if known)

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Family member's full name

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Date of Birth

D	D
---	---

M	M
---	---

Y	Y	Y	Y
---	---	---	---

Gender

M

<input type="checkbox"/>
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F

<input type="checkbox"/>
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Attach family member's photograph here

Relationship to you

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Home Office reference (if known)

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## SECTION 4 - Details of your Croatian family member (sponsor)

**Your Croatian national family member should enter his or her details below:**

**This does not constitute an application by your Croatian family member. Croatian nationals wishing to apply for a registration certificate should apply separately using the relevant form (either CR1 or CR2). If your Croatian family member is already in possession of a registration certificate, please supply the reference number at question 4.5 below.**

#### 4.1 Title (Mr, Mrs, Miss, Ms, Other)

\_\_\_\_\_

Full name as shown on ID card or passport

[illegible]

Surname

[illegible]

Family name or any other names by which you have been known

[illegible]

## 4.2 Nationality

[illegible]

### 4.3 Date of Birth

D	D
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M	M
---	---

Y	Y	Y	Y
---	---	---	---

Gender M

9

F

7

#### 4.4 Home Office reference number if known

[illegible]

**4.5 Registration certificate reference number (please provide your sponsor's original registration certificate)**

[illegible]

## 4.6 UK address

[illegible][illegible][illegible][illegible]

Postcode

#### 4.7 Daytime telephone number

[illegible]

#### 4.8 Relationship to main applicant

\_\_\_\_\_

#### 4.9 Evidence of relationship (please tick)

## Birth certificate

□

## Marriage certificate

7

## Civil partnership certificate

7

**4.10 Date on which your Croatian family member last entered the UK.**

D	D
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M	M
---	---

Y	Y	Y	Y
---	---	---	---



**SECTION 5 - Your Croatian family member - employment**

**Your Croatian family member must complete this section if he or she is exempt from Accession State worker authorisation requirements and is exercising a Treaty right in the United Kingdom as a jobseeker or a worker.**

**If your family member is subject to Accession State worker authorisation and holds a purple registration certificate you should apply for a Family Member Residence Stamp on form CR5.**

**Please provide the documentary evidence requested and tick the relevant boxes below.**

**5.1 Evidence that your Croatian family member is exempt from Accession State worker authorisation (please tick)**

☐

An endorsed passport showing that they had current leave to remain in the UK ending on or after 30 June 2013 and that leave was not subject to any condition restricting employment.

☐

Wage slips covering 12 months

☐

Contracts of employment covering 12 months

☐

A signed letter from their employer confirming employment dates

☐

Evidence to show they are actively seeking employment in the United Kingdom



**Your Croatian family member must complete this section if he or she is exercising a Treaty right in the United Kingdom as a student.**

**Please provide the documentary evidence requested and tick the relevant boxes below.**

**7.1 Name and address of educational establishment at which you are studying (see the Register of Education and Training Providers [www.dfes.gov.uk/providersregister](http://www.dfes.gov.uk/providersregister))**

[illegible][illegible]

Telephone number

7.2 Course title	
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**7.3 Date course of study starts/started**

D	D
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M	M
---	---

Y	Y	Y	Y
---	---	---	---

Date course of study will end 

D	D
---	---

M	M
---	---

Y	Y	Y	Y
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Are you currently studying in the UK? Yes ☐ No ☐

**7.4 You are required to provide the following documentary evidence of your Treaty right as a student:**

Your yellow registration certificate

A school, college or university letter confirming enrolment and the completion date of the course

Recent bank statements. These can be originals or, if online statements, must either be stamped and signed by the bank or accompanied by a letter from the bank confirming the account details and that the information is correct

Evidence that your family member has Comprehensive Sickness Insurance (CSI) as required under the Immigration (European Economic Area) Regulations 2006.

**Please now complete sections 8, 9, 10 and 11**

**SECTION 8 - Your Croatian family member - self-sufficient**

**Your Croatian family member must complete this section if he or she is exercising a Treaty right in the United Kingdom as a self-sufficient individual.**

**Please provide the documentary evidence requested and tick the relevant boxes below.**

**8.1 You are required to provide the following documentary evidence of your Treaty right as a self-sufficient individual:**

- Your yellow registration certificate ☐
- Recent bank statements. These can be originals or, if online statements, must either be stamped and signed by the bank or accompanied by a letter from the bank confirming the account details and that the information is correct ☐
- Evidence that your family member has Comprehensive Sickness Insurance (CSI) as required under the Immigration (European Economic Area) Regulations 2006. ☐

**Please now complete sections 9, 10 and 11**

**SECTION 9 - Personal History - all applicants should complete this section**

You should answer all the questions in this section on behalf of yourself and any family members included in this application. Please note that it is an offence under Section 26(1)(c) of the Immigration Act 1971 to make a statement or representation which you know to be false or do not believe to be true. Information given will be checked with other agencies.

**9.1. Have you or any dependants who are applying with you been convicted of any criminal offence in the UK or any other country?**

Yes ☐ - go to question 9.2

No ☐ - go to question 9.3

**9.2. Please give details below for each criminal conviction, starting with the most recent one. If you or any dependants who are applying with you have received more than two convictions, please photocopy this page and enclose it with this form.**

**Note: We will carry out criminal record checks on all applicants and dependants.**

**You must give details of all unspent and spent criminal convictions. This includes road traffic offences but not fixed penalty notices (such as speeding or parking tickets) unless they were part of a sentence of the court. This includes all drink-driving offences.**

**Criminal conviction 1**

Country where convicted


Nature of the offence

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Sentence given

--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--	--

Date sentenced

D	D
---	---

M	M
---	---

Y	Y	Y	Y
---	---	---	---

If you or any dependants who are applying with you were sentenced to a period of imprisonment, what was the length of the prison sentence imposed (in months)?

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 months
**Criminal conviction 2**

Country where convicted


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Nature of the offence

Sentence given

Date sentenced

If you or any dependants who are applying with you were sentenced to a period of imprisonment, what was the length of the prison sentence imposed (in months)?  months

**9.3. Do you or any dependants who are applying with you have any civil judgments against you or any civil penalty under the UK Immigration Acts?**

Yes ☐ go to 9.4

No ☐ go to 9.5

**9.4. Give details for each civil judgment or any civil penalty under UK the Immigration Acts, starting with the most recent one.**

**If you or any dependants who are applying with you have received more than two civil judgments and/or civil penalties under the UK Immigration Acts, please photocopy this page and enclose it with this form.**

Details of judgment or civil penalty 1

Date of judgment or civil penalty

**Country where judgment made**

Details of judgment or civil penalty 2

Date of judgment or civil penalty

**Country where judgment made**

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You must answer questions 9.5 to 9.10 below even if you have answered no to question 9.1.

For help in answering these questions, please see the definitions at the end of this section.

9.5. Have you or any dependants who are applying with you ever been charged in any country with a criminal offence for which you have not yet been tried in court?

Yes ☐ No ☐

9.6. In times of either peace or war have you or any dependants who are applying with you ever been involved, or suspected of involvement, in war crimes, crimes against humanity or genocide?

Yes ☐ No ☐

9.7. Have you or any dependants who are applying with you ever been involved in, supported or encouraged terrorist activities in any country?

Yes ☐ No ☐

9.8. Have you or any dependants who are applying with you ever been a member of, or given support to, an organisation which has been concerned in terrorism?

Yes ☐ No ☐

9.9. Have you or any dependants who are applying with you ever, by any means or medium, expressed views that justify or glorify terrorist violence or that may encourage others to terrorist acts or other serious criminal acts?

Yes ☐ No ☐

9.10. Have you or any dependants who are applying with you ever engaged in any other activities which might indicate that you may not be considered to be persons of good character?

Yes ☐ No ☐

9.11. How long have you lived in the UK?

Years

Months

Please provide details of any periods of absence of more than 6 months during that time.

Date you left the UK	Date you returned to the UK	Reason for absence

**9.12.** Please state what ties you have with;

- The country where you were born
- Any other country whose nationality you hold
- Any country where you have lived for more than 5 years

You should tell us about any family, friends, or other connections with that country.

Country	Social cultural or family ties

**9.13.** If you have answered yes to question 9.5, 9.6, 9.7, 9.8, 9.9 or 9.10, you must give further details in the space provided below. If you need more space, continue on a separate sheet and enclose it with this form.



**SECTION 9 - Personal History continued****DEFINITIONS**

For the purposes of answering questions 9.5 to 9.10, the following information provides guidance on actions which may constitute war crimes, crimes against humanity, genocide, or terrorist activities.

This guidance is not exhaustive. The full definitions of war crimes, crimes against humanity and genocide can be found in Schedule 8 of the International Criminal Court Act 2001 at [www.opsi.gov.uk/acts/acts2001/20010017](http://www.opsi.gov.uk/acts/acts2001/20010017) or purchased from The Stationery Office (telephone **0870 600 5522**). It is your responsibility to satisfy yourself that you are familiar with the definitions and can answer the questions accurately on behalf of yourself and any dependants who are applying with you.

War crimes

Grave breaches of the Geneva Conventions committed during an armed conflict. This includes an internal armed conflict and an international armed conflict. The types of acts that may constitute a war crime include wilful killing, torture, extensive destruction of property not justified by military necessity, unlawful deportation, the intentional targeting of civilians and the taking of hostages.

Crimes against humanity

Acts committed at any time (not just during armed conflict) as part of a widespread or systematic attack, directed against any civilian population with knowledge of the attack. This would include offences such as murder, torture, rape, severe deprivation of liberty in violation of fundamental rules of international law and enforced disappearance of persons.

Genocide

Acts committed with intent to destroy, in whole or in part, a national, ethnical, racial or religious group.

Terrorist activities

Any act committed, or the threat of action, designed to influence a government or intimidate the public and made for the purposes of advancing a political, religious or ideological cause and that involves serious violence against a person; that may endanger another person's life; creates a serious risk to the health or safety of the public; involves serious damage to property; is designed to seriously disrupt or interfere with an electronic system.

Organisations concerned in terrorism

An organisation is concerned in terrorism if it commits or participates in acts of terrorism; prepares for terrorism; promotes or encourages terrorism (including the unlawful glorification of terrorism); or is otherwise concerned in terrorism.

**SECTION 10 - Previous applications**

**10.1 Have you or any family members included in this application made any previous applications to the Home Office?**

☐

Yes

☐

No

If yes, please provide the Home Office reference number

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**10.2 If you do not have a reference number but have previously made an application, please give details below.**

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